

**Quick Reference Guide - Version 3.0**

Motion to Shorten Notice Requirement

Step	Action
1	Click on <b>Bankruptcy &gt; Motions/Applications</b> .
2	Enter the case number - click <b>Next</b> .
3	Verify case number and debtor name(s) - Select <b>Shorten Notice Requirement</b> - click <b>Next</b> .
4	Bypass the <b>Joint Filing with other Attorney(s)</b> screen - click <b>Next</b> .
5	<p>At <b>Select the Party</b> screen highlight the desired party or <b>Add/Create New Party</b></p> <ul style="list-style-type: none"> <li>Type party's name in Last/Business name field - click <b>Search</b></li> <li>Highlight name from <b>Party Search Results</b> - <b>Select Name from List</b> - update information on <b>Party Information</b> screen - select <b>Role</b> - click <b>Submit</b></li> <li>If no match is found - <b>Create New Party</b></li> <li>Type information in appropriate fields - choose <b>Role</b> - click <b>Submit</b></li> <li>At <b>Select the Party</b> screen the creditor should be highlighted - click <b>Next</b>.</li> </ul>
6	At attorney/party association screen, check box for correct association - click <b>Next</b> .
7	<p>Was a Hearing Notice Filed with This Motion? Type "Y" or "N" as appropriate</p> <ul style="list-style-type: none"> <li>In cases assigned to Judge Stone, the Motion to Shorten Notice Requirement will go on for hearing on the same date and time as the Original Pleading. You would type "Y".</li> <li>In cases assigned to Judge Krumm, the Motion to Shorten Notice Requirement may be resolved prior to the hearing by tendering a proposed order to CMOrders.</li> </ul> <p>Click <b>Next</b>.</p>
8	Click <b>Browse</b> on <b>Select the PDF Document</b> screen to locate and verify the document you wish to attach to this entry. Click <b>Open</b> to attach the correct PDF - click <b>Next</b> .
9	Instruction Screen <b>Relate This Filing To The Original Pleading And Set For Hearing</b> - click <b>Next</b> .
10	Select the appropriate event to which the Motion relates - click <b>Next</b> .

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11	<b>Hearing Information</b> screen displays. Include the Date, Time and Location as appropriate - click <b>Next</b> .
12	Verify Docket Text and Modify as Appropriate - continue docketing - The Notice of Electronic Filing screen appears and your transaction is complete.